



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Design

Sub-Section:

TITLE: County and Route File, Final - Design Division

CUTOFF: Completion of project

DESCRIPTION: Final inspections, project documents, Federal Highway Administration (FHWA) approvals, clearance certification, approved categorical exclusions, right of way certification, Strip map approval, traffic control plan, design variance (design exceptions), utility agreements, and Memorandum of Understanding (MOUs).

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: See Engineering Policies, Standards and Specifications for Value Engineering Reports.

DISPOSITION ACTION: Permanent

SERIES: 23459

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: County and Route Project File - Design, Environmental

CUTOFF: Completion of project

DESCRIPTION: Includes work papers for plan development and correspondence specific to a project, supporting documents for the creation of infrastructure plans, project estimates, schedule of items, analysis reports, layout sheets and revised plan sheets, change in route status letters, Strip maps, pavement type selection, pavement design, traffic counts/studies, environmental letters and soil studies.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23462

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Environmental and National Environmental Protection Act (NEPA) Reports

CUTOFF: End of calendar year

DESCRIPTION: Documents evaluating and reporting compliance information with federal and state laws pertaining to natural and social resources in accordance with the National Environmental Protection Act (NEPA).

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Permanent

SERIES: 23460

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Transportation

Section:

Division: Design

Sub-Section:

TITLE: Environmental Permits

CUTOFF: Later of: Permit expiration or project completion

DESCRIPTION: Environmental permits issued to MoDOT from federal or state agencies to maintain regulatory compliance with applicable state and federal laws including, but not limited to noise, wetlands and endangered species. Includes permit applications, permits, and memorandums of understanding for regulation compliance.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23461

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Local Public Agency Passthrough Project Reviews

CUTOFF: Completion of project

DESCRIPTION: Local Public Agency Passthrough Project review records. Includes, but is not limited to reviews of plans and proposals, specifications, estimates, and the consultant selection process for local projects let by local public agencies.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23580

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Wetland and Stream Banking Instruments

CUTOFF: End of state fiscal year approved

DESCRIPTION: Records that document MoDOTs compliance with federal requirements which mandate that it replace wetlands when projects have displaced prior wetlands per 23 CFR 777. Includes, but is not limited to banking instruments approved by the Corps of Engineers and other agencies, summarizing the development, maintenance and future operation of all components.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Record will be maintained by MoDOT, and one copy to Missouri State Archives.

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 23463

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011